

# COMMIT TO DEVELOPMENT

## LEADER CONVERSATION GUIDE

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### Intent

This conversation guide can support leaders in facilitating engaging and meaningful conversations with each of their employees about their professional development.

As a result of this conversation, the employee will have a purposeful development focus that can be translated in a development goal.

### Step 1: Set the stage for the conversation: *Why is development important?*

**Do:** Set up time to meet one-on-one with your employee to begin the conversation about why development is important and to identify a focus for their professional development. Set the context by discussing these four things:



### Step 2: Identify the development focus: *Where do you want to get better?*

**Ask the employee:** When thinking about your professional development:

- What knowledge, skills, or behaviors could help you become better at the work you do?
- Where are your career goals? Are there specific things you'd like to focus on in the next 6-12 months?

**Do:** Provide insights about the employee's strengths and opportunities to be more effective in their role.

Use the space below to write down any notes from your conversation.

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### Step 3: Determine the development intensity: *How much do you want to grow?*

**Say:** Let's talk about intensity – that means the *depth* of your development. We use a scale of Low, Medium, and High.

**Low intensity** means you want to begin exploring your development focus. For example, if your focus is developing your skills with Epic, a low intensity goal might be to learn some new shortcuts over the next few months.

**High intensity** means you are looking to take your skills to the next level. An example could be becoming your team's go-to trainer for Epic skills, teaching others how to use it more efficiently.

*There is no right or wrong answer* – your intensity should be based off your current capacity to grow. It's ok to fluctuate over the year depending on priorities at work or home.

**Ask:** With what intensity do you want to grow in the next year?



**Do:** Using the focus and intensity your employee has identified, help your employee think about specific actions they can take to make progress towards their development. Use the 70/20/10 Model to help identify development opportunities on-the-job, through social learning, and formal learning. Use the space below to record your thoughts.

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### Step 4: Connect your development to purpose: *Who benefits from development?*

**Say:** Let's identify ways your development focus and intensity will benefit you, our organization, and our patients/customers. Helping you see those connections can help keep you motivated and focused on your goals.

1. How will your development benefit you?

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2. How will your development benefit your team and the organization?

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3. How will it benefit our patients/customers?

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**Action:** Ask your employee to take the themes from this conversation and begin creating their development goal(s).